

JOB ANNOUNCEMENT

<u>Regular Recruitment</u>		<u>Continuous Recruitment</u>	
Agency No. <u>181</u>	Position No. <u>00238</u>	Agency No. _____	Role Code _____
Recruitment Type <u>G</u>	A = Agency Employees Only E = State Employees Only G = General Public	Location Code _____	Pay Area _____
		Shift Code _____	Recruitment Type _____
		EES Approval _____	
Application Closing Date <u>OPEN UNTIL FILLED</u>		Role Code (For Alternate/trainee only) _____	

Job Title **ACCOUNTING AND FINANCE DIRECTOR (FINANCIAL SERVICES MANAGER II)**

Job Duties/Qualifications

Plan, organize, & direct the agency's financial & accounting operations and fiscal staff for a state agency. Implement and review agency internal controls to ensure sound & timely fiscal operations. Must have working knowledge of governmental accounting and budgeting processes, federal grants and grant accounting sufficient to prepare & monitor grant agreements, budgets & reports. Develop and monitor the agency's budget and present budget proposals & modifications, including narrative justifications. Possess a working knowledge of spreadsheet, word processing, & relational database applications in a Windows environment. Direct an ORACLE based internal finance and accounting system. Demonstrate the ability to effectively plan & manage the operation of financial & accounting functions in a multi-program & multi-fund governmental type environment, including the timely analysis & preparation of reports & financial statements. Demonstrated management experience including the effective supervision, motivation, and training of staff. Manage multiple priorities; and effectively communicate & work with staff, program management, executive management; and external third parties. A comprehensive knowledge & application of generally accepted governmental accounting principles & practices is required. College degree in accounting, or a related curriculum; or, an equivalent combination of training and experience indicating possession of the required knowledge, skills and abilities required. Prefer CPA. Bilingual candidate is preferred. A background investigation will be conducted, to include a criminal history and credit check. **POSITION LOCATED IN RICHMOND.**

Apply to VA Dept. of Labor & Industry
13 South 13th Street, Richmond, VA 23219

Contact Human Resource Office

Phone No. (804) 786-4312

Fax No. (804) 786-0139

To Apply, State Form – 10-012 Required Y (State Application May be obtained from Agency or local VA Employment Commission Office)

C. Ray Davenport, Commissioner

Appointing Authority

09/15/2005

Date

Pay Band 6 Starting Salary Range \$48,032 - \$73,000 ANNUALLY

DOLI does not discriminate on the basis of race, color, national origin, sex, age or disability in employment or provision of services.

Keyed _____

Date _____